



Thompson School District Extra Duty Job Description

Job Title: Mentor Teacher
Prepared Date: March 3, 2011
Reports To: Mentor Facilitator

SUMMARY: *The teacher mentor assists and supports new licensed staff with integration into the teaching profession and acclimation into their building(s) and the Thompson School District.*

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops and maintains professional rapport in a learning-focused relationship that includes offering support, creating challenges, and facilitating a professional vision.
- Engages in collaborative professional exchanges regarding instructional delivery, district curriculum, assessment, classroom management, district policies, and teacher evaluation performance criteria.
- Engages in face-to-face interactions including conversations, meetings, conferences, co-teaching, peer observations and socialization with mentee.
- Engages in telephone/email conversations with mentee.
- Completes required observations of mentee.
- Utilizes the Mentoring Process with Wisdom Access Questions to forward performance and accelerate growth.
- Completes and submits expected paperwork and forms on time.
- Attends required meetings and Cognitive Coaching training.

EXPERIENCE:

- Successful completion of the Thompson School District Mentor Training.
- Non-probationary licensed staff member.

SKILLS, KNOWLEDGE, & EQUIPMENT:

- Human relations and management skills.
- Knowledgeable about classroom practice in order to successfully facilitate the learning environment, manage time, communications, and record keeping.
- Excellent oral and written communication skills.

CERTIFICATES, LICENSES, & REGISTRATIONS: Must hold current Colorado Teaching License.

CONTACTS: Regular contact with mentee and mentor facilitator(s).

SUPERVISION/TECHNICAL RESPONSIBILITIES: No supervision responsibilities.

JUDGMENT AND DECISION MAKING: This position requires good judgment; organization skills; ability to follow instructions, policies, and procedures; independence and initiative; and ability to work in a collegial manner with others. Work is guided by Thompson School District policies and procedures.

DIVERSITY OF DUTIES: Duties are of a somewhat diversified nature but within a particular field of endeavor where employee is responsible for choice of action within prescribed limits or precedents. Duties require the use of independent thinking and judgment.

SAFETY TO SELF AND OTHERS: In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your building. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.

All employees of the district are responsible for maintaining a safe and healthy work place and insuring that safety precautions and practices are followed.

We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand and walk for long periods of time, use hands to finger, handle, or feel; reach with hands and arms; talk or hear; stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to instruct, communicate, coordinate and use interpersonal skills; frequently required to compare, analyze, evaluate, and; occasionally required to compute, synthesize, compile and negotiate.

NOTE: These statements are intended to describe the general nature and level of work being performed by advisors. They are not intended to be an exhaustive list of all responsibilities, skills, and duties required of teachers.